



DATE: May 18, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)

FROM: Michael Iapocce, Commissioner of Social Services
1061 Development Court, Kingston, NY 12401

JOB VACANCY: Junior Accountant / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$31.06 /hour (Grade 13)

FILL DATE: June 9, 2026

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsibility for the performance of accounting and auditing tasks of progressive difficulty under the under general supervision of the accounting supervisor or department head. Considerable independent judgment is exercised in technical aspects of the work. May supervise a small number of clerical personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern governmental accounting procedures and practices; working knowledge of laws, rules and regulations affecting the operation of an office of county government; working knowledge of appropriation budgeting procedures and practices; ability to acquire a working knowledge of the principles and practices of supervision; ability to prepare financial statements and a variety of complex financial reports; ability to communicate and deal effectively with others; accuracy; thoroughness; dependability; honesty.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's degree which includes or is supplemented by eighteen (18) semester credit hours in accounting; **OR**
- B. Possession of an Associate's degree which includes or is supplemented by eighteen (18) semester credit hours in accounting and two (2) years of full-time paid post degree accounting experience.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.